



## Protocols for reserving an on-site room for business customers:

1. Go to Inside WorkSource Northwest
2. Select the:

**Facilities Scheduler**

### For an Interview Room:

1. Click on: Business Customers on Site
2. At the bottom of the calendar is a form to add a date and employer activity.
3. Change the visible date (to change the month, use the tool by the month shown at the top of the calendar).
4. In "Heading" enter:
  - the name of the company,
  - which interview room,
  - the times the room will be used,
  - whether the interviews are scheduled or open

Do this for each day the room is in use (do not combine days or the room will appear vacant on the calendar and we might double-schedule the rooms).

5. "Save" the information.
6. Return to the Facilities Scheduler.
7. Click on "Interview Room Sign"
8. Highlight the pre-formatted areas and add the information for the specific employer. Do not leave the << >> on the sign. Print.
9. You can add company logo graphics, etc, ensuring the information is clear and the look professional.

10. At the bottom of the sign, in 8 font, enter the business representative's name and the number of the interview room.
11. Put the sign in the holder next to the interview room door. There is enough information available on the sign for any staff person to know what is going on and who the business representative is.
12. This protocol documents the use of the site by our business customers, prevents overbooking, and provides the information we need to demonstrate use of the facility by our business customers. Daily event signs in the Lobby are created from information provided on the facilities scheduler during this process.

## **For a Training Room or Conference Room:**

1. Click on the room you wish to schedule.
2. Check for availability.
3. If the room appears to be available during the time you need it, click on "Request Room".
4. Complete the request form, online. "Submit"
5. Let the business customer know you have requested the room and you will get back with them to confirm within three business days.
6. If there is a challenge with the room request, the Center Manager (or designee) will contact you to see if there is a way to re-schedule something to accommodate the business request.
7. If there is an irresolvable conflict, contact the business customer to explore acceptable alternatives.
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